

CENTRAL GULF COAST STORM  
FEMA-1316-DR-AK

# **STATE OF ALASKA ADMINISTRATIVE PLAN FOR DISASTER PUBLIC ASSISTANCE**



Alaska Division of Emergency Services  
Department of Military and Veterans Affairs  
December 21, 1999 through February 23, 2000

# STATE OF ALASKA ADMINISTRATIVE PLAN PUBLIC ASSISTANCE

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## **I. AUTHORITY**

### **A. State**

1. Alaska Disaster Act AS 26.23.010 - A.S. 26.23.220, A.S. 26.23.300
2. Any Executive Order of the Governor
3. State Emergency Management Plan
4. Administrative Order 175

### **B. Federal**

1. Public Law 93-288, as amended by Public Law 100-707
2. FEMA Regulation, 44 CFR Part 206
3. FEMA Regulation, 44 CFR Part 14
4. FEMA Regulation, 44 CFR Part 13
5. Executive Order 11988, Floodplain Management
6. Executive Order 11990, Protection of Wetlands
7. Executive Order 12612, Federalism
8. Executive Order 12898, Environmental Justice
9. Executive Order 12699, Seismic Design
10. National Historic Preservation Act (NHPA)

## **II. PURPOSE**

The purpose of this plan is to identify the roles and responsibilities of the State in administering the Public Assistance Program and to outline staffing requirements, and the policies and procedures to be used.

## **III. DEFINITIONS**

- A. Applicant:** A government or other legal entity that receives an award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the subgrantee.
- B. Project Worksheet (FEMA Form 90-91):** Form used to document the scope of work and cost estimate for a project.
- C. Disaster Field Office (DFO):** A temporary facility established in a Presidential-declared disaster area to serve as the field headquarters for FEMA as the focal point for disaster operation, direction, coordination and information.
- D. Federal Emergency Management Agency (FEMA):** The Federal agency responsible for coordinating disaster recovery efforts. The term used in this plan when referring to the Regional Director, or the Disaster Recovery Manager, of FEMA Region 10.
- E. Grantee:** The State of Alaska, hereinafter referred to as the State.
- F. Hazard Mitigation:** Any cost effective measure which will reduce the potential for damage to a facility from a disaster event.
- G. State Emergency Coordination Center (SECC):** The SECC is the primary operations center for all state and federal disasters in Alaska. The SECC coordinates all intelligence and logistics matters for the response and initial recovery phases of a disaster.
- H. Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation and environmental reviews as they relate to Public Assistance Program funding.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The Governor has designated the Division of Emergency Services, as the State office responsible for managing and administering the Public Assistance Program. These responsibilities include, but are not limited to:

1. Notifying potential applicants
2. Conducting Applicants' Briefings
3. Requesting Immediate Needs Funding on behalf of the applicants
4. Attending Kickoff Meetings
5. Assigning a State Public Assistance Officer (SPAO) to work with the FEMA Public Assistance Coordinator (PAC)
6. Assisting FEMA in determining work and applicant eligibility
7. Processing requests for time extensions, improved projects, advances and reimbursements
8. Making recommendations to FEMA on appeals and alternate project requests
9. Complying with administrative requirements of 44 CFR, Parts 13 and 206 and the audit requirements of 44 CFR, Part 14
10. Securing insurance information from applicants when required
11. Reviewing and certifying project completion information
12. Conducting quarterly reviews, site inspections and audits, as required to ensure program compliance
13. Determining budget and staffing requirements necessary for proper program management.

##### **B. Assignment of Responsibilities**

1. Governor's Authorized Representative (GAR) - The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement.
2. State Coordinating Officer (SCO) - The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government.

#### **V. ADMINISTRATION AND SUPPORT**

**A. Administrative Support Staff** - Since staffing requirements vary depending on the magnitude, type and extent of the disaster, the following personnel may be used to assist the Governor's Authorized Representative/State Coordinating Officer in meeting program administrative requirements. An organizational chart is included as Appendix 1.

1. State Public Assistance Officer (SPAO) - The person responsible for administering the Public Assistance Program at the State level. The SPAO will normally be a member of the State Emergency Management staff.
2. Applicant Liaisons, Resource Coordinators, Project Officers, Program Specialists, Technical Specialists - qualified personnel from applicable State agencies who may assist the State Emergency Management staff in determining legal matters, assigning State staff in the Resource Pool, assessing damages, preparing and reviewing Project Worksheets, and conducting interim and final inspections when necessary.
3. Accountant - The person qualified to assist the State Emergency Management staff by performing professional accounting work in the Public Assistance Program.
4. Other State Administrative Support Personnel
  - a) Computer Specialist
  - b) Administrative Technician

c) Clerk/Typist

- B. Staff Funding** - The initial cost for additional administrative support personnel will be incurred by the State. A claim for reimbursement will be submitted to FEMA in accordance with the management and administrative cost provisions of 44 CFR, 206.228.

## **VI. DIRECTION AND CONTROL**

### **A. Post Declaration Activities**

1. Notifying Potential Applicants - The State Emergency Management Office, the State Public Information Officer(s), City Mayors and Local Emergency Management Coordinator(s) will be utilized to notify potential applicants of the assistance that is available and the time and date of the Applicants' Briefing which will be held in their area.
2. Applicants' Briefing - Once a designated area has been approved for Public Assistance, members of the State Emergency Management staff will conduct an Applicants' Briefing. The number of briefings held would be determined by the number of potential applicants and the area involved in the disaster. Appendix 2 to this plan outlines the information that will be covered during this briefing.

- B. Request for Public Assistance (Request):** The applicant will be required to file a Request for Public Assistance (FEMA Form 90-49), with the State within 30 days from the date its political subdivision was approved for Public Assistance. Requests submitted after this 30-day period will be reviewed on a case-by-case basis and, if warranted, will be forwarded to FEMA for consideration. If necessary, the State may request that the deadline for filing Requests be extended.

- C. Applicant's Agent:** An applicant's Chief Elected Official will be required to designate an agent who will be the applicant's point-of-contact for all matters pertaining to its application for federal assistance (DES Form 30-5). If no agent is appointed then the Chief Elected Official of the eligible organization will be designated as the applicant's agent.

- D. Applicant Eligibility:** The State will assist FEMA in screening all potential applicants for eligibility. Eligible applicants under the Public Assistance Program are:

1. State agencies, local governments and governmental entities.
2. Private Non-Profit organizations that have an IRS tax exemption letter or a State Private Non-Profit certification (i.e. Articles/Certificate of Incorporation). Special utility districts must provide a copy of the legislation that grants the district taxing authority. Eligible Private Non-Profit organizations must own or operate educational, utility, emergency, medical, custodial care, or essential governmental service facilities. Essential governmental service facilities are defined as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service of a governmental nature. All such facilities must be open to the general public.
3. Indian tribes or authorized tribal organizations

### **E. Project Worksheet Preparation**

1. Depending on the size and nature of the disaster, the State may choose to participate at various levels in the Public Assistance process. The varied levels of State involvement may include:
  - a) Assisting FEMA and/or the applicant in developing scopes of work and cost estimates.
  - b) Assigning a State Project Officer (PO) and/or Specialist to work in the Resource Pool.
  - c) Participating in the project validation process.
  - d) Providing State support as needed (personnel to assist with highly technical projects and/or to resolve disputes, etc.).
  - e) Assisting the applicant in identifying hazard mitigation opportunities as provided by Section 406 of the Stafford Act. (Such mitigation measures are generally directly part of the reconstructed work on a facility, or will protect or benefit the repaired facility. They are different from mitigation measures that could be considered for eligibility under the Hazard Mitigation Grant Program of Section 404 of the Stafford Act. In that program, measures are proposed that may involve facilities other than those

- damaged by the disaster, new facilities or even non-structural measures such as development of floodplain management regulations.)
- f) A Kickoff Meeting is scheduled following the Applicants' Briefing to provide the applicant with specific information to meet particular requirements of the Public Assistance Program. It is during this meeting that the applicant is advised of what records must be kept, cost estimating procedures are reviewed, and Special Considerations, project formulation and the project validation process is explained.
2. The applicant will be:
    - a) Encouraged to prepare Project Worksheets (PWs) for small projects estimated to cost less than the large project threshold amount of \$48,900 (for fiscal year 2000). The threshold is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Consumers and is published in the Federal Register);
    - b) Responsible for identifying projects that are anticipated to cost more than the large project threshold amount in repair costs; and
    - c) Required to address pertinent environmental and historic preservation requirements, insurance coverage, floodplain management issues and hazard mitigation opportunities.
  3. If an applicant has routinely submitted formulated small projects within the first 30 days and has justified extenuating circumstances that prevent the completion of all small projects within the first 30 days, the PAC may extend the expedited validation deadline. These extensions are made on a case by case basis and may not extend beyond 60 days from the Kickoff meeting.
  4. The applicant will report any additional damage that is not previously identified to the SPAO within 60 days of the initial inspection. FEMA will grant the applicant an extension of time to report additional damage if FEMA determines it is warranted. The SPAO will request any such extension on behalf of the applicant and include justification for the requested extension.
  5. The State will notify FEMA of any special considerations and/or technical assistance requirements needed to facilitate project approval.

#### **F. Public Assistance Administration**

1. Grant Approval - The State will submit an "Application for Federal Assistance" (SF 424), and an "Assurances for Construction" Programs (SF 424D), to FEMA in order to receive Federal funding. Approved Project Worksheets will be the basis for issuing subgrants to eligible applicants in accordance with the cost sharing provisions established in the FEMA-State agreement.
2. Project Application - Once Project Worksheets are approved by FEMA, the State will be responsible for the final processing and distribution of the project application and for initiating payments. The State will notify the applicant when its project application is prepared and ready for signature. Appendix 3 to this plan consists of the information that will be included in the applicant's project application.
  - a) State cover letter (A3-1)
  - b) Request for Public Assistance (FEMA Form 90-49)
  - c) Designation of Applicant's Agent (DES Form 30-5)
  - d) Assurances and Agreements (DES Form 30-58) if applicable
  - e) Memorandum of Agreement (DES Form 30-61) if applicable
  - f) Waiver of Sovereign Immunity (DES Form 30-62) if applicable
  - g) Applicant Checklist (DES Form 30-59)
3. Grant Award - After the applicant completes the project application, and the application is approved by the State, the applicant will receive a grant award package. Appendix 4 to this plan consists of the information that will be included in the grant award package:
  - a) State Cover letter (A4-1)
  - b) Grant Summary (FEMA Form P.5)
  - c) Project Application Summary (FEMA Form P.2)
  - d) Project Worksheets (FEMA Form 90-91)
  - e) Advance of Funds Form (DES Form 30-3)
  - f) Sample Quarterly Progress Report for Large Projects (DES Form 30-60)
  - g) Sample Quarterly Financial Status Report for Large Projects (FEMA Form 20-10)

- h) Statement of Documentation (DES Form 30-4)
- i) Project Completion and Certification Report (P-4).
- j) Applicant Project Completion and Certification Letter (A4-9)
- k) A copy of the Administrative Plan for Public Assistance.
- l) Copies of resource materials not previously provided.

## **G. Project Funding**

1. **Small Projects** - Approved projects estimated to be less than the large project threshold amount established by FEMA are considered small projects. FEMA will adjust this amount annually to reflect changes in the Consumer Price Index for all Urban Consumers and publish it in the Federal Register before October 1. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster, regardless of when project approval is made or when the work is performed. Funding for small projects will be based on the federal share of the Project Worksheet estimate. The State will disburse funds to the applicant after FEMA approves and obligates the Project Worksheets and the applicant completes the grant application between the subgrantee (applicant) and the grantee (State).
2. **Large Projects** - Approved projects estimated to be equal to or greater than the large project threshold amounts are considered large projects. FEMA will adjust this amount annually as indicated in the paragraph above. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster, regardless of when project approval is made or when the work is performed. Funding for large projects will equal the federal share of the actual eligible cost as verified through a review of the project's cost documents. Approved funding will be obligated to the State following FEMA's approval of the Project Worksheet.
3. **Advance of Funds** - An applicant may request an advance of funds on an approved large Project Worksheet by completing the "Advance of Funds Request" form (DES Form 30-3). The total advance for any one Project Worksheet will not exceed 75% of the Federal and State share. An advance request will be processed for payment once it has been approved by the State. The applicant will be required to refund any part of an advance that is not supported by cost documents and/or expended for the approved scope of the Project Worksheet within 30 days of receiving the de-obligation notice from the State.
4. **Immediate Needs Funding (INF)** - is a partial advance on emergency work items identified during the Preliminary Damage Assessment (PDA). When a PDA is conducted, only those eligible applicants who were surveyed are eligible to receive INF. If a PDA has not taken place, the State may identify eligible applicants to receive INF funding. The State may request funding for these applicants on their behalf. INF is designed to assist the applicant in dealing with its urgent needs that will require payment within the first 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula: Emergency work amount x 50% x 75% (or appropriate federal cost share) = INF.
5. **Insurance Requirements** - 44 CFR, Subpart I establishes requirements which apply to disaster assistance provided by FEMA. Prior to approval of a FEMA grant for the repair, restoration or replacement of an insurable facility or its contents damaged by a major disaster:
  - a) Eligible costs shall be reduced by the amount of any insurance recovery actually received or anticipated, relating to eligible costs. FEMA will base its determination of eligible costs on whether the insurance settlement is reasonable and proper.
  - b) The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility and its contents within the special flood hazard area.
  - c) If eligible damages are greater than \$5,000, an applicant must obtain and maintain insurance to cover the assisted facility for the hazard that caused the major disaster in the amount of the eligible damage to the facility.
  - d) Assistance will not be provided under Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major disaster unless all insurance required by FEMA as a condition of previous assistance has been

obtained and maintained. The deductible amount, or damages in excess of the NFIP limits, or for flood damaged items not covered by standard NFIP policy will be eligible.

6. Recoupment of Federal Funds - If an approved Project Worksheet is totally or partially de-obligated, the applicant will be notified as soon as possible.
7. Reimbursement by the applicant to the State will be requested once a supplemental Project Worksheet (de-obligating the approved funding) is processed.

#### **H. Funding Options**

1. Improved projects - If an applicant desires to make improvements, but still restore the pre-disaster function of a damaged facility, the State is authorized to make a determination on an applicant's request to conduct an improved project. However, such a request must be coordinated with FEMA to insure compliance with national historical and environmental laws. This request should contain:
  - a) The reason for requesting an improved project.
  - b) A description of the proposed work.
  - c) A schedule of work.
  - d) A cost estimate.
  - e) Information adequate to establish compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endangered species, and insurance.
2. Improved project requests must be submitted to FEMA prior to starting the improved portion of the proposed work. If approved, funding will be limited to the Federal share of the approved Project Worksheet amount. If denied, the applicant will be notified in writing why the request was denied and advised of its right to appeal the determination.
3. Alternate projects - If an applicant determines that the public welfare would not be best served by restoring a public damaged facility, or the function of that facility, the State can submit a request to FEMA for an alternate project. The State will review the request for eligibility and will ensure that the request contains the following information before forwarding it to FEMA with the appropriate recommendation:
  - a) The reason for requesting an alternate project.
  - b) A description of the proposed work.
  - c) A schedule of work.
  - d) A cost estimate.
  - e) Necessary assurances to document compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, historic preservation, hazard mitigation, protection of wetlands, endangered species and insurance.
  - f) Requests for alternate projects should be submitted to FEMA prior to starting the proposed work. If the request is approved by FEMA, funding of an alternate project will be reduced to 90% of the Federal share of the approved Project Worksheet estimate.
4. Time Limitations - The State will ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:

Emergency Work = 6 months  
Permanent Work = 18 months
5. Time Extensions - An applicant may request a time extension on any approved Project Worksheet by submitting a written request to the State. Such a request should be submitted in writing prior to the completion date currently in effect. The State may grant a time extension if the reason for delay is based on extenuating circumstances or unusual project requirements beyond the applicant's control so long as the additional time requested does not exceed the following time frames:

Emergency Work = 6 months  
Permanent Work = 30 months
6. The State will notify FEMA of all time extensions that have been approved. Requests for time extensions beyond the State's authority will be forwarded to FEMA in writing for



determination with the State's recommendation in accordance with the requirements of 44 CFR, Section 206.204 (d). Work performed after the last approved completion deadline is subject to having funding reduced or withdrawn.

#### **I. Project Completion**

1. Upon completion of a small project, the applicant will be required to submit a Certification Letter (A4-9) and a Project Completion and Certification Report (FEMA form P.4) to the State certifying that the work has been completed. The State will perform a final inspection of the work and complete the final inspection report with the applicant (DES Form 30-7). The applicant is not required to submit expenditures on small projects unless the applicant is requesting reimbursement for cost overruns on a small project. Cost overruns on small projects will not be paid unless the net aggregate amount of all small projects exceeds the total of all combined approved small project amounts. In order to receive a supplemental for a small project the total expenditures on all of the applicant's small projects must be submitted.
2. Large project, the applicant will be required to submit a Statement of Documentation in Support of Amount Claimed (DES Form 30-4) to the State that lists all labor, equipment, materials and contract costs associated with making needed repairs. The State will conduct a review of the project's documentation to verify the actual project cost. If a large project was 100 percent complete at the time the Project Worksheet was prepared, the eligible cost was based on actual cost information and the applicant is not claiming additional funding, no further review by the State will be necessary.
3. Upon completion of all approved work, the applicant will be required to submit a Certification Letter (A4-9) and a Project Completion and Certification Report (FEMA form P.4) to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.
4. If an approved project is not completed, the applicant will be required to return the federal funding that was provided for that project in accordance with paragraph VI, G3.

**J. Payment of Administrative Allowance.** The State will reimburse the subgrantee an allowance to cover the extraordinary cost of administering the grant program based on the sliding scale in accordance with 44 CFR 206.228(a)(2) (ii). No other administrative costs are eligible. No other indirect costs are eligible. The State will notify the subgrantee of the amount of the administrative allowance (A5-6) after receipt of the applicants project completion and certification letter (A4-9).

1. Grantee Administrative Allowance - the state will be reimbursed an administrative allowance in accordance the 44 CFR 206.228(a)(2)(i).
2. Cost Overruns - The State will verify all significant cost overrun appeals submitted by the applicant by conducting a review of all approved small Project Worksheets within the applicant's project application. The State will base its recommendation for additional funding on the information obtained during the review and will forward a recommendation to FEMA for final determination. The cost share is determined from final actual eligible project costs (whether an overrun or an underrun) and will be adjusted at the time actual eligible costs for all small projects, and each large project are determined, for the grantee and subgrantee.
3. Disputes/Conflict Resolution - In order to expedite funding and minimize applicant appeals, the following conflict resolution process should be followed:
  - a) If an Applicant Liaison has been assigned, the applicant should notify this individual of the unresolved issue.
  - b) The Applicant Liaison should work to resolve the issue with the SPAO. If the issue remains unresolved, the Applicant Liaison should notify the GAR.
  - c) The SPAO should work to resolve the issue with the PAO.
  - d) The applicant is encouraged, but not required to follow steps a-c above before filing an appeal with the State in accordance with 44 CFR 206.206. Issues are likely to be clarified for the appeal and resolution may be expedited. The time limits within which an appeal must be filed are not affected by use of this informal process and an applicant wishing to file an appeal must meet the appeal deadlines regardless of ongoing attempts to resolve the issues.

4. Appeals - Upon receipt of an appeal from the applicant, the State will review the material submitted, make such additional investigations as necessary, and will forward the appeal with a written recommendation to FEMA within 60 days. An appeal must be submitted by the applicant within the following time frames:
  - a) Any FEMA determination - 60 days from the date of written notice of the determination being appealed.
  - b) Any State determination on Time Extensions - 60 days from the date of written notice of the determination being appealed.
  - c) Cost overrun - 60 days from the date the last project was completed (small projects only).
  - d) Second/Final Appeal - 60 days from the date of written notice of the determination made on the first appeal.
5. Final Inspection - A final inspection will be conducted by the State on all large projects once the projects have been completed and the project cost summary has been submitted. If the PW was 100% complete at the time it was prepared a final inspection will not be required however the applicant must certify to the State that the reported costs were incurred in the performance of eligible work using the Statement of Documentation (DES Form 30-4). For those projects of a technical nature, a qualified member of the applicable State agency to which the project pertains will conduct a final inspection. The final inspection should be completed as soon as practical following the receipt of the project cost summary from the applicant.
6. Audit Requirement - Audit requirements will be in accordance with 44 CFR, Part 14 or OMB Circular A-110, as appropriate.
7. A review of all large projects (and all small projects with significant cost overruns) will be conducted by the State once those projects are completed. Applicants expending \$300,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB A133.
8. Applicants will be required to provide their assigned State agency a copy of the Single Audit.

#### **K. Records and Reports**

1. Progress Reports - The subgrantees will submit a quarterly progress report to the State (DES Form 30-60) which will serve as the basis for the State reporting on the status of all open large project to FEMA. The first quarterly report will be submitted three months from the date the DFO opened or on a quarterly schedule mutually agreed upon among FEMA and the State.
2. Closeout - Each applicant will be closed-out once it is determined that all work has been completed, all necessary documents have been received, any appeal for small project overruns have been reconciled, the costs for each individual large project have been reconciled, all project payments have been made, and no further action is pending or anticipated - including litigation or lawsuits. (A5-7) The State will notify FEMA when all eligible funds have been paid to an applicant and request Applicant closeout (A5-6). When all applicants have been closed-out and all eligible Grantee funding has been reconciled, the State will request of FEMA that the Public Assistance Program for that disaster be closed. (A5-10)
  - a) The closeout of a grant does not affect: the federal agency's right to disallow costs and recover funds on the basis of a later audit or other review;
  - b) The grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
  - c) Records retention as required by 44 CFR, section 13.26;
  - d) Property management requirements in 44 CFR, section 13.31 and 13.32; and
  - e) Audit requirements in 44 CFR, section 13.26.
3. Financial Status Report (SF FEMA 20-10) - The grantee shall submit the financial reports to the FEMA, Region 10 office 30 days after the end of the first federal quarter following the initial grant award. Financial Reports will be submitted to FEMA at least quarterly thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due January 30, April 30, July 30 and October 30.

4. Project Documentation (Record Retention) - The applicant will be required to keep complete records of all work (i.e. receipts, checks, job orders, contracts, equipment usage documentation and payroll information) funded under the Public Assistance Program for three years from the date that its project application is closed. During this three-year period, all approved Project Worksheets are subject to State and Federal audit/review.

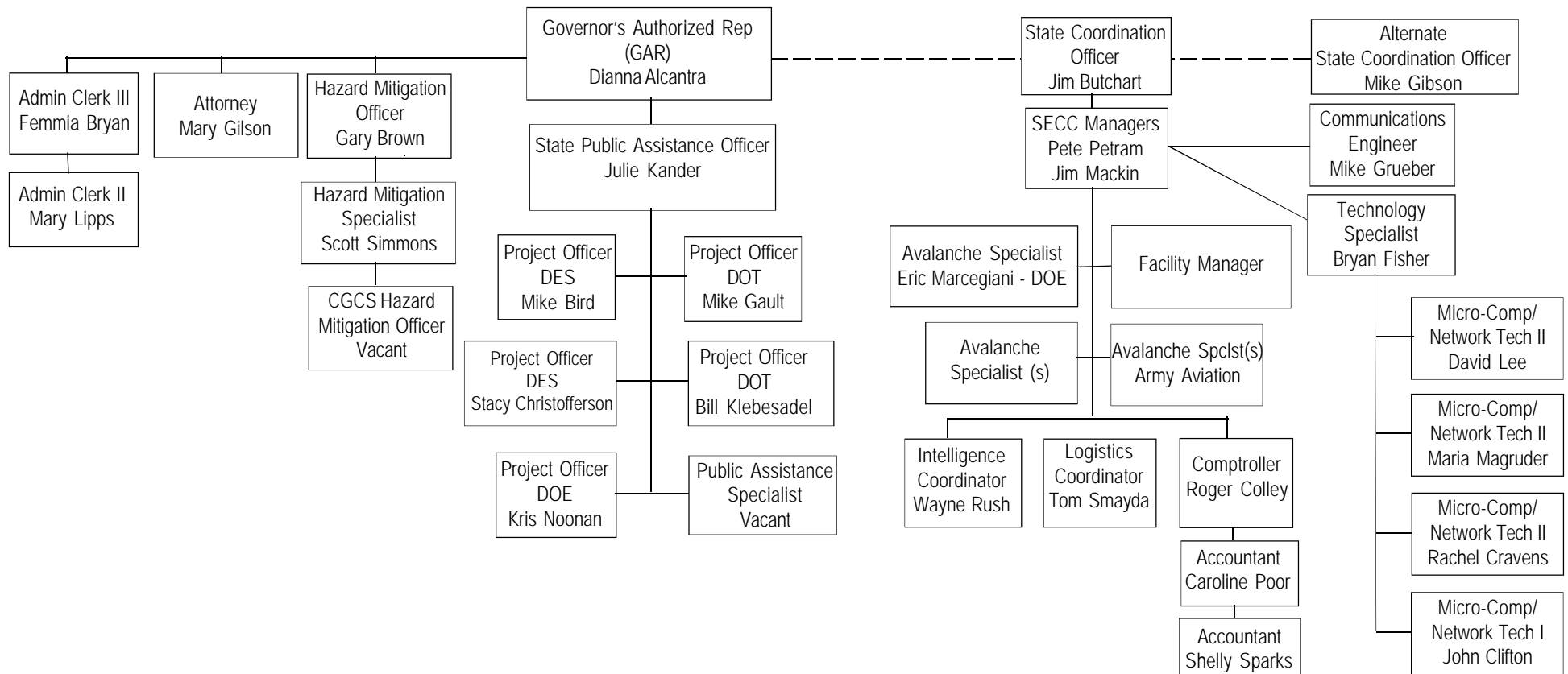
## **VII. DEVELOPMENT AND MAINTENANCE**

This plan will be reviewed and updated annually. Amendments will be made to meet current policy guidelines, as required. Revisions will be forwarded to the Regional Director of the Federal Emergency Management Agency.

**APPENDIX 1**  
**ORGANIZATION CHART**

## Department of Military and Veterans Affairs ~ Division of Emergency Services

# Central Gulf Coast Storm Response & Recovery



## **APPENDIX 2**

### **APPLICANT'S BRIEFING**

**STATE EMERGENCY MANAGEMENT**  
**APPLICANTS' BRIEFING OUTLINE**  
**FEMA 1316-DR-AK**

**A. GENERAL**

- Sign-in Sheet
- Applicant Packet

**INTRODUCTION**

- Fact Sheet
- Disaster Field Office
- Authority - PL 93-288, as amended
- Introduction to Public Assistance
- Eligible Applicants

**STATE REQUIREMENTS**

**REQUEST FOR PUBLIC ASSISTANCE**

**DESIGNATION OF THE APPLICANT'S AGENT**

**PROJECT WORKSHEET (PW) PREPARATION**

- Kickoff Meeting
- Cost Estimating Process/Role of the FEMA Public Assistance Coordinator
- Project Worksheet (FEMA Form 90-91)
- Categories of eligible work
- Equipment rates
- Special Considerations (Insurance, Mitigation, Environmental, Historical issues)

**PROJECT APPLICATION**

- Request for Public Assistance (FEMA Form 90-49)
- Assurances and Agreements (DES Form 30-58)
- Package Pick-up Checklist/State Contract with Subgrantees
- Obligation Report
- Project Worksheets
- Project Completion and Certification Report

**PROJECT FUNDING**

- Federal share/Local share
- Immediate Needs Funding
- Large Projects
- Small Projects
- Administrative Allowance

**PERFORMING APPROVED WORK**

- Parameters (Scope of Work, Completion date, Cost estimate)
- Force Account Work
- Contract Work
- Bidding Requirements
- Engineering and Design Services
- Debarred Contractors
- Request for Improved Projects
- Request for Alternate Projects

## TIME LIMITATIONS

- Emergency work
- Permanent Work
- Extensions

## PROJECT COMPLETION

- Project Completion and Certification Report
- Project Cost Summary
- Project Review
- Final Inspection
- Quarterly Progress Reports (Large Projects)
- Insurance Requirements

## APPEALS

- Any FEMA determination
- Cost overrun (on small DSRs)

## QUESTIONS / ANSWERS

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## USER NOTES and DEFINITIONS

**Applicants' Briefing** - The State's Public Assistance Officer conducts the Applicants' Briefing. The briefing provides specifics about the disaster declaration and an overview of the procedures for applying for public assistance to applicants. A slide presentation of FEMA's procedures for public assistance is available on the FEMA website (<http://www.fema.gov/r-n-r/brief.htm>) for states to download and use as part of the briefing. These meetings are generally conducted within a few days after the declaration and the Request for Public Assistance forms are usually distributed and collected at this time.

The State should convey the following to applicants who are notified to attend the Applicants' Briefing:

- Their Agent, or an appointee who will actually be using the information, should attend the meeting.
- Complete and submit the Request form at the meeting to avoid delay in getting the process started. Once the Request form is turned in, the subgrantee will be assigned a Public Assistance Coordinator (PAC) who can be expected to contact them within one (1) week from the time the Request form is submitted (see Kickoff Meeting below).
- If a subgrantee has an Immediate Needs Funding (INF) request, be sure to bring it to the attention of the State representative.

*During the Applicants' Briefing, the State should convey the following to applicants:*

1. Compile a list of all damages and bring that list to the Kickoff Meeting.
2. The PAC and the SPAO will show subgrantees how to prepare detailed descriptions and summaries for their small repair projects. By the end of the Kickoff Meeting, the subgrantee will have received the information that they need to proceed with disaster recovery and will understand what to expect.
3. Subgrantees will be asked to identify circumstances that require special review, such as insurance coverage, environmental and historic preservation requirements, and floodplain management. The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved. Subgrantees are encouraged to participate fully in managing their repair projects, particularly small projects less than the approved threshold amount that is currently \$48,900 per FEMA's allowable level which is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Customers and published by FEMA in the Federal Register.



4. At the Kickoff Meeting, subgrantees should request clarification of anything that they do not understand and raise points on those items that they do not agree. Full discussion and regular interaction with the recovery team will help to resolve differences as they arise and expedite approval of their projects.
5. Subgrantees are encouraged to contact their PAC or SPAO whenever questions arise or they need assistance.
6. Subgrantees are responsible for maintaining records of completed work and work to be completed. The SPAO will provide a detailed list of required records and can recommend ways of organizing them.

**Kickoff Meeting** - The first substantive meeting with a FEMA representative, the PAC, and a State representative, the SPAO, is called the Kickoff Meeting. The meeting occurs after the Applicants' Briefing. At this meeting a subgrantee's damages will be discussed, needs assessed and a plan of action put in place. The PAC and the SPAO will go over what is expected of the subgrantee, and provide detailed instructions on what to do and how to do it. The PAC in coordination with the SPAO contacts the subgrantee to set up the meeting. This meeting is also the place to bring any questions or concerns that the subgrantee may have about how the Public Assistance process works.

## **APPENDIX 3**

### **SAMPLE PROJECT APPLICATION**

June 14, 2000

Name  
Title  
Address 1  
City, State, Zip

Dear :

The enclosed package contains your project application agreement. This agreement consists of the following forms, some of which require signatures and return to our office before we can process your application for public assistance under the Central Gulf Coast Storm Disaster - 1316-DR-AK.

1. Request for Public Assistance - copy for your records.
2. Designation of Applicant's Agent - requires signature and return.
3. Assurances and Agreements - requires signature, notary and return.
4. Waiver of Sovereign Immunity, if applicable - requires signature and return.
5. Applicant Checklist - requires signature and return.

You may access certain forms on our website. If you would like an electronic copy of the Designation of Applicant's Agent (DES 30-5) or the Sample Waiver of Sovereign Immunity (DES 30-62) please visit the Division's website: [www.ak-prepared.com/recovery](http://www.ak-prepared.com/recovery) Gulf Coast Storm.

After we receive the original signed documents as outlined above we will process your application for assistance. You will receive additional correspondence regarding the status of your projects and instructions for receiving reimbursements.

Sincerely,

DA: frb  
Enclosures: as stated

Dianna Alcantra  
Governor's Authorized Representative

FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151  
Expires April 30, 2001

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT (Political subdivision or eligible applicant.)

DATE SUBMITTED

COUNTY (Location of Damages. If located in multiple counties, please indicate.)

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
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MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
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Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME

NAME

TITLE

TITLE

BUSINESS PHONE

BUSINESS PHONE

FAX NUMBER

FAX NUMBER

HOME PHONE (Optional)

HOME PHONE (Optional)

CELL PHONE

CELL PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

PAGER & PIN NUMBER

PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ Yes ☐ No

Private Non-Profit Organization? ☐ Yes ☐ No

If yes, which of the facilities below best describe your organization?

**Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.**

**Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.**

Official Use Only: FEMA- \_\_\_\_\_ -DR- \_\_\_\_\_ - \_\_\_\_\_ FIPS # \_\_\_\_\_ Date Received: \_\_\_\_\_

REPLACES ALL PREVIOUS EDITIONS.

DESIGNATION OF APPLICANT'S AGENT	
<b>PUBLIC ASSISTANCE</b>	
State Emergency Management	
Organization Name (hereafter named Organization)	
<b>Primary Agent</b>	<b>Secondary Agent</b>
Agent's Name	Agent's Name
Organization	Organization
Official Position	Official Position
Mailing Address	Mailing Address
City, State, Zip	City, State, Zip
Daytime Telephone	Daytime Telephone
Fax Number	Fax Number
Pager or Cell Number	Pager or Cell Number
<p>The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of _____ for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.</p>	
<b>Chief Financial Officer</b>	<b>Certifying Official</b>
Name	Name
Organization	Organization
Official Position	Official Position
Mailing Address	Mailing Address
City, State, Zip	City, State Zip
Daytime Telephone	Daytime Telephone
Fax Number	Fax Number
Pager or Cell Number	Pager or Cell Number
Applicant's State Cognizant Agency for Single Audit Purposes (if a Cognizant Agency is not assigned, please indicate):	
Certifying Official's Signature	

## DISASTER PUBLIC ASSISTANCE GRANT

\_\_\_\_\_  
Name of Applicant

**GRANT NUMBER** \_\_\_\_\_

### ASSURANCES AND AGREEMENTS

As a condition of receiving disaster assistance, as indicated by the signature of duly authorized representative of the applicant below, the applicant certifies and agrees as follows:

1. **Legal Authority.** The applicant possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurance contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **Eligible Work.** To the best of the applicant's knowledge and belief, the disaster relief work described on each Federal Emergency Management Agency (FEMA) project worksheet for which federal and state financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations (CFR), Part 206, and applicable FEMA Handbooks and policies.
3. **No Duplication of Assistance.** The disaster assistance will not duplicate assistance or benefits received for the same loss from another source including insurance.
4. **Regularly Appropriated Monies.** If applicant is a state or local agency, applicant certifies that any regularly appropriated monies will be exhausted before acceptance and use of disaster relief funds.
5. **Insurance.** The Applicant accepts responsibility for acquiring any necessary liability insurance. Applicant also agrees to provide workers' compensation insurance as required by AS 23.30 for all employees engaged in work funded by the grant. Applicant shall require any contractor to provide and maintain workers' compensation insurance for its employees as required by AS 23.30. It will comply with the insurance requirements of Section 311, PL 93-288. An applicant shall comply with regulations prescribed by the President to assure that, with respect to any property to be replaced, restored, repaired, or constructed with the disaster assistance, such types and extent of insurance will be obtained and maintained as may be reasonably available, adequate, and necessary, to protect against future loss to such property.
6. **Lands Easements, Rights-of-way, and Permits.** The applicant agrees to provide without cost to the State or federal government all lands, easements, and rights-of-way necessary for accomplishment of the approved work and to obtain all necessary permits.
7. **Floodplain Management.** The applicant will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
8. **National Flood Insurance.** The applicant will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1973. Section 102(a) requires that on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available is a condition for the receipt of any federal financial assistance for construction, acquisition purposed for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal Financial Assistance" includes forms of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. **Disaster Mitigation.** The applicant agrees to undertake and complete any mitigation measures required as a condition of this grant.
10. **Equal Opportunity Employment.** The applicant may not discriminate against any employee of applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.
11. **Wage Rates.** The applicant will comply with the minimum wage and maximum hour's provisions of A.S. 36.05.010 - 110 (Alaska Little Davis-Bacon Act).

## **12. Audit Requirements**

- A. Federal:** The applicant agrees that, as a condition of receiving of any federal financial assistance, an A-133 audit of those federal funds will be performed.
- B. State:** If the applicant is an entity that received state financial assistance totaling \$300,000 or more during the entity's fiscal year, the applicant shall submit to the state coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period. See, AS 37.05.030; 2 AAC 45.010.

**13. Grant Administration Procedures** The applicant agrees to follow grant administration and accounting procedures required by the Department of Military and Veteran's Affairs, Division of Emergency Services (DES) as set out in guidance and forms provided by ADES.

## **14. Project Cost Eligibility**

- A.** The eligibility of project costs to be paid by disaster assistance monies shall be determined by 44 Code of Federal Regulations (CFR) and related Federal Emergency Management Agency (FEMA) policies which are available on the FEMA website at [www.fema.gov](http://www.fema.gov) or in hard copy by request.
- B.** Cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used. Project contracts must be competitively bid.

**15. Project Operation and Maintenance** The applicant will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

## **16. Project Standards**

- A.** The applicant will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to ensure that the completed work conforms with the approved plans and specifications.
- B.** The applicant will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- C.** The applicant, will for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

**17. Project Completion Timelines Progress Reports** The applicant will cause work on the project to commence within a reasonable time after receipt of notification from the Division of Emergency Services that funds have been approved and will see that work on the project proceeds to completion with reasonable diligence and in compliance with 44 CFR 206.204. The applicant will furnish such progress reports as required by DES.

**18. Access To Records** The applicant will give DES and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

**19. State Right of Enforcement** These assurances and agreements are given in consideration of, and for the purpose of obtaining any and all disaster grants, loans, reimbursements, advances, contracts, property, discounts, or other disaster related financial assistance. The applicant acknowledges and agrees that such financial assistance is extended in reliance on the representations and agreements made in this assurance and that the State shall have the right to seek judicial enforcement of these assurances and agreements.

**20. Assurances and Agreements Binding on Applicant's Successors, Transferees, and Assignees** These Assurances and Agreements are binding on the applicant, its successors, transferees and assignees.

**21. Waiver of Sovereign Immunity** If the applicant is an entity that possesses sovereign immunity it agrees that it shall be subject to suit for actions arising out of the project activities in the same manner, and to the same extent, as any person and shall not be immune nor exempt from any administrative or judicial process, sanction or judgment. If the applicant is an entity that possesses sovereign immunity, it

shall provide the Division of Emergency Services with a resolution of it's governing body waiving sovereign immunity.

**22. Applicable Law.** This agreement is to be construed according to the laws of the State of Alaska. Any civil action arising from this Agreement shall be brought in the Superior Court for the Third Judicial District of the State of Alaska at Anchorage.

**23. Hold Harmless.** The applicant agrees to indemnify and hold harmless the State of Alaska and the United States and their officers, agents and employees from and against any and all claims, damages, losses and expenses, including attorney's fees and costs, arising directly or indirectly out of any aspect of the projects and funding set forth and described in this application. The applicant is not required to indemnify State of Alaska or the United States for their sole negligence.

**24. Compliance with Laws.** The applicant agrees to comply with all federal, state, and local laws and regulations applicable to this grant or the projects funded by the grant including but not limited to FEMA regulations, policies, guidelines and requirements, as applicable, and OMB circulars A-95 and A-102, Section 311, PL 93-288 and Title VI of the Civil Rights Act of 1964; Title II and Title III or the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970; and the Hatch

**25. Nonwaiver.** The failure of the State at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Agreement or any part hereto, or the right of the State to enforce each and every provision hereof.

**26. Severability.** If any article, section, provision, or clause of this agreement should be adjudicated by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the agreement shall remain in full force and effect as if such article, section, provision, or clause, or any part so adjudicated to be invalid had not been included herein.

**27. Amendments.** Amendments to the provisions of this agreement are required to be in writing and shall be executed by the authorized representatives of the parties.

As the authorized representative of \_\_\_\_\_, I have reviewed this agreement and agree to comply with its provisions as a condition of receiving disaster grant assistance.

\_\_\_\_\_  
Typed name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
Notary Public in and for  
The State of Alaska  
My Commission expires: \_\_\_\_\_



## FEDERAL DISASTER PUBLIC ASSISTANCE GRANT

GRANT NUMBER \_\_\_\_\_

### MEMORANDUM OF AGREEMENT

The purpose of this memorandum of agreement between the Department of Military and Veterans' Affairs, Division of Emergency Services (DES) and the Department of {name} (Department) is to clarify the duties and responsibilities between the State agencies as a condition of the Department receiving disaster assistance money for the damages caused by the Central Gulf Coast Storm. DES and the Department agree as follows:

1. **Eligible Work.** To the best of the Department's knowledge and belief, the disaster relief work described on each Federal Emergency Management Agency (FEMA) project worksheet for which federal and state disaster relief funds are requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations (CFR), Part 206, and applicable FEMA Handbooks and policies.
2. **No Duplication of Assistance.** The disaster assistance will not duplicate assistance or benefits received for the same loss from another source including insurance.
3. **Regularly Appropriated Monies.** The Department certifies that any regularly appropriated monies will be exhausted before acceptance and use of disaster relief funds.
4. **Insurance.** The Department will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this grant for disaster assistance.
5. **Lands Easements, Rights-of-way, and Permits.** The Department understands that it is responsible for paying for obtaining any lands, easements, and rights-of-way necessary for accomplishment of the approved work and that these costs are not eligible expenses.
6. **Grant Administration.** The applicant agrees to follow grant administration and accounting procedures required by (DES) as set out in guidance and forms provided by DES. DES will provide technical advice to the Department concerning state and federal disaster grant requirements.
7. **Project Completion Timelines and Progress Reports.** The Department will cause work on the project to commence within a reasonable time after receipt of notification from DES that funds have been approved and will see that work on the project proceeds to completion with reasonable diligence. The Department will furnish such progress reports as required by DES.
8. **Retention and Access to Records.** The Department understands that DES and the federal Comptroller General, through any authorized representative, has access to and the right to examine all records, books, papers, or documents related to the grant. The Department will maintain all records related to the project for three years after the date the Federal Emergency Management Agency closes the disaster or until the conclusion of any administrative or legal proceedings pertaining to the project whichever is later.
9. **Amendments.** Amendments to the provisions of this Memorandum of Agreement are required to be in writing and shall be executed by the authorized representatives of the parties.

Approved: \_\_\_\_\_  
Department Name Signature Date

Approved: \_\_\_\_\_  
Division of Emergency Services Signature Date

Grant Agreement Number: \_\_\_\_\_

**RESOLUTION NUMBER:**\_\_\_\_\_

A RESOLUTION OF THE {name of native village} accepting State of Alaska, Division of Emergency Services grant number {grant number} for the {name of project} and waiving sovereign immunity from suit for actions arising out of, or in connection with, the grant.

WHEREAS, the Division of Emergency Services requires as a condition of the grant that the {name of native village} irrevocably waive any sovereign immunity which it may possess, and consent to suit against itself or its officials as to all causes of action arising out of or in connection with the grant agreement;

NOW THEREFORE BE IT RESOLVED THAT:

1. THE {name of native village} irrevocably waives its sovereign immunity and agrees that it shall be subject to suit under the laws of the State of Alaska by the State of Alaska or by any person, in Alaska state court or in any other court of competent jurisdiction, for activities arising out of or in connection with the grant number {grant number} in the same manner, and to the same extent as any person and shall not be immune or exempt from any administrative or judicial process, sanction or judgment.

2. {Authorized Official} is hereby authorized to negotiate, administer and execute on behalf of {name of native village} grant number {number} for the {name of project} and to negotiate, execute, and administer any other documents, agreements, and contracts required under or related to the grant agreement including the Assurances and Agreements required as a condition of the grant and any subsequent grant amendments.

PASSED AND APPROVED BY THE {name of native village}. On {month and day}, 2000.

IN WITNESS THERETO:

Signature \_\_\_\_\_ Title \_\_\_\_\_

Attest: SIGNATURE OF CLERK/SECRETARY

Signature \_\_\_\_\_ Title \_\_\_\_\_

**STATE EMERGENCY MANAGEMENT  
APPLICANT CHECKLIST  
FEMA 1316-DR-AK**

1. Additional damage must be reported within 60 days from \_\_\_\_\_.
2. All work must be done prior to the approved project completion deadline assigned to each *Project Worksheet* (PW). Should additional time be required to complete the approved work, a time extension request will need to be submitted prior to the existing completion date which a.) Identifies the PW requiring an extension, b.) Explains the reason for needing an extension, c.) Indicates the percentage of work that has been completed and d.) Provides an anticipated completion date. The reason for needing an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization (see 44 CFR 206.204(d)). **Failure to submit a time extension request may result in the reduction or withdrawal of federal funds for the work that was approved.**
3. Any significant change to an approved *Project Worksheet* scope of work must be reported to this office.
4. The Project Completion and Certification Report must be returned to this office once all the approved work has been completed on both small and large projects. If any *Project Worksheet* required the purchase of insurance as a condition of receiving federal funds, a copy of the current policy must be attached to this report (FEMA P.4).
5. A cost overrun on the total final cost for all small projects (less than \$48,900 for fiscal year 2000) must be reported to this office within 60 days of the deadline for completion of work on the final small project in order to be considered for additional funding. The large project threshold (over \$48,900 for fiscal year 2000) amount is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Consumers and is published in the *Federal Register*.
6. Appeals may be filed on any determination made by FEMA or the State. All appeals must be submitted to this office within 60 days from receiving written notice of the action you wish to appeal (see 44 CFR 206.206).
7. *Project Worksheets* will not receive any funding until all regulatory and statutory requirements have been met.
8. You may request an advance on projects of up to 75 percent of the project worksheet amount for the work that you reasonably expect to complete within the next 30 days by completing the "Request for Funds" (DES Form 30-03).
9. Large projects that have not received final payment will be reviewed quarterly by the State.
10. Applicants with large projects must a statement of documentation (DES Form 30-4) to this office with each request for reimbursement. The statement of documentation must list all labor; equipment, materials and contract costs associated with making needed repairs.
11. Applicants are required to submit a quarterly project status report (DES Form 30-60) and financial status report (SF20-10) on each large project that remains open. The reports are due 30 days following the end of the fiscal quarter. The first report is due July 30 for the quarter ending June 30.
12. Complete records and cost documents for all approved work must be maintained for at least 3 years from the date that its project application is closed. During this time, all approved *Project Worksheets* are subject to State and Federal audit/review.

\_\_\_\_\_  
Signature / Date (State)

\_\_\_\_\_  
Signature / Date (Applicant)

## **APPENDIX 4**

### **SAMPLE GRANT AWARD PACKAGE**

Date

Name, Title  
Agency  
Address 1  
City, State, Zip

Re: 1316-DR-AK

Dear :

Enclosed are your copies of approved Project Worksheets (PW's) for the above referenced disaster.

If you have additional PWs that are suspended or for which approval is pending, they will be transmitted on an additional correspondence.

The State of Alaska will be responsible for reimbursing you for all eligible expenditures associated with the approved PWs. An applicant is only entitled to be reimbursed for those costs that are eligible under the Federal Emergency Management Agency (FEMA) Public Assistance Program regulations, and policies. FEMA will pay 75% of the eligible costs associated with your approved projects. The State of Alaska will pay the remaining 25%.

Please familiarize yourself with the requirements pertaining to eligible work under the disaster public assistance program. These requirements can be found in 44 CFR, the Public Assistance Guide, The Public Assistance Policy Digest, The Public Assistance Applicant Handbook and various FEMA policy memorandums, all of which have been previously provided to you in hardcopy or may be additionally available upon request. You may also access most of these documents via the FEMA website at [www.fema.gov](http://www.fema.gov).

Work identified on PWs that are less than 100% complete and over \$48,900 is considered an estimate and not the final eligible amount. Please note the established mandatory work completion date(s) under 44 CFR 206.204. If you anticipate a cost overrun, please notify this office immediately so we can pursue the funding of unanticipated costs with FEMA, and to ensure work proceeds to completion in a timely manner.

Throughout this process, if you do not agree with determinations regarding project eligibility, time limits, funding, or any other determination made about the PWs, an appeal process is available for review and reconsideration of the situation. The appeal procedure requires that you make a written request for reconsideration directly to this office, specifically identifying the action under appeal and giving an appropriate justification for the appeal. Any related documentation supporting the appeal should be attached to your letter of request.

The appeal must be made within 60 days of the date of receipt of notice of the action being appealed. See 44 CFR 206.206.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

DA:mlI

Dianna Alcantra  
Governor's Authorized Representative

DATE: 5/3/2000

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
PUBLIC ASSISTANCE GRANT SUMMARY (P.2)  
Disaster #: 1316-DR State: AK**

PA ID#: 261-17410-00

**CORDOVA (City of)**

PW#	VSN	CAT	INF	Cost Share	Projected Completion Date	Approved PW Amount
136	0	B	N	N	8/17/00	\$ 1,947.93

Site #: 1

**DAMAGED FACILITY:** Cordova (City of)

**FACILITY LOCATION:** Emergency Routes with the City of Cordova

**SCOPE OF WORK:** Utilize equipment and overtime labor to clear emergency routes within the city to provide public access to essential public services. A review of City streets indicated that 28% of routes within the city were emergency routes and eligible for overtime labor and equipment for the 48-hour period from February 2-3, 2000. Costs for this project work sheet are for 28% if the costs tabulated on the labor and equipment summary sheets.

PW#	VSN	CAT	INF	Cost Share	Projected Completion Date	Approved PW Amount
136	0	B	N	N	8/17/00	\$ 1,947.93

Site #: 1

**DAMAGED FACILITY:** Cordova (City of)

**FACILITY LOCATION:** Culvert location mile 5.5 Loop / Road erosion various locations within Cordova

**SCOPE OF WORK:** Replace 20' section of 40' x 24" culvert and place/grade D-1 base material on approximately 1500' of roadway at mile 5.5. Replace & compact material in 2500' of eroded ditches - grade ditches on streets to recover aggregate ditch fill.

	2 PWs	\$ Amount Eligible	\$ Federal Share
PWs:		\$ 15,941.69	\$ 11,956.27
<b>SUBGRANTEE ADMIN EXP:</b>		\$ 478.25	\$ 478.25
<b>TOTAL:</b>		<b>\$ 16,419.94</b>	<b>\$ 12,434.52</b>

GRAND TOTAL: 2 PWs	2 PWs	\$ Amount Eligible	\$ Federal Share
	PWs:	\$ 15,941.69	\$ 11,956.27
<b>SUBGRANTEE ADMIN EXP:</b>		\$ 478.25	\$ 479.25
<b>TOTAL:</b>		<b>\$ 16,419.94</b>	<b>\$ 12,435.52</b>
		<b>GRANTEE ADMIN EXP: \$124.53</b>	

**APPROVED BY:** DENNIS BURTON  
PUBLIC ASSISTANCE OFFICER

DATE: 5/3/00

3:14 PM

DATE: 5/3/2000

FEDERAL EMERGENCY MANAGEMENT AGENCY  
PUBLIC ASSISTANCE GRANT SUMMARY (P.4)  
Disaster #: 1316-DR State: AK

PA ID#: 261-17410-00 CORDOVA (City of)

PW#	VSN	PKG#	INF	CAT	Work Done By	Projected Completion Date	Approved PW Amount	% Completed at Inspection	Actual Date Completed	Amt. Claimed By Applicant	Comments:
135	0	5	N	N		8/17/01	\$13,993.76	10%			

SITE #: 1

DAMAGED FACILITY: Cordova (City of)

FACILITY LOCATION: Culvert location mile 5.5 Loop / Road erosion various locations within Cordova

135	0	5	N	N		8/17/00	\$13,993.76	10%			
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SITE #: 1

DAMAGED FACILITY: Cordova (City of)

FACILITY LOCATION: Emergency Routes with the City of Cordova

Total for 2 PWs:	\$15,941.69
Subgrantee Admin:	\$478.25
Grand Total:	\$16,419.94

\$

CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL WORK AND COSTS CLAIMED ARE ELEIGIBLE IN ACCORDANCE WITH THE GRANT CONDITIONS, ALL WORK CLAIMED HAS BEEN COMPLETED, AND ALL COSTS CLAIMED HAVE BEEN PAID IN FULL .

I CERTIFY THAT ALL FUNDS WERE EXPENDED IN ACCORDANCE WITH THE PROVISIONS OF THE FEMA-STATE AGREEMENT AND

**I RECOMMEND AN APPROVED  
AMOUNT OF**

\$

SIGNED

DATE:

:

APPLICANT'S AUTHORIZED REPRESENTATIVE

SIGNED:

DATE:

GOVERNOR'S AUTHORIZED REPRESENTATIVE

DATE: 5/3/2000

FEDERAL EMERGENCY MANAGEMENT AGENCY  
PUBLIC ASSISTANCE GRANT SUMMARY (P.5)  
Disaster #: 1316-DR State: AK

APPLICANT: 261-17410-00

CORDOVA (City of)

PKG	Date Approved	PW#	CAT	INF	Cost Share	Project Amount	Federal Share	Subgrantee Admin	Total Approved
3	4/18/00	22-0	A	N	N	\$18,723.55	\$14,042.66	\$561.71	\$14,604.37
		104-0	B	N	N	\$12,768.88	\$9,576.66	\$383.07	\$9,959.73
		21-0	E	N	N	\$10,000.00	\$7,500.00	\$300.00	\$7,800.00
		100-0	F	N	N	\$14,352.55	\$10,764.41	\$430.57	\$11,194.98
		99-0	F	N	N	\$2,885.57	\$2,164.18	\$86.57	\$2,250.75
		103-0	G	N	N	\$786.65	\$589.99	\$23.60	\$613.59
		20-0	G	N	N	\$20,459.05	\$15,344.29	\$613.77	\$15,958.06
<b>APPLICANT TOTAL IN PKG 3 (7 PWs)</b>						<b>\$79,976.25</b>	<b>\$59,982.19</b>	<b>\$2,399.29</b>	<b>\$62,381.48</b>
5	5/3/00	136-0	B	N	N	\$1,947.93	\$1,460.95	\$58.44	\$1,519.39
		135-0	C	N	N	\$13,993.76	\$10,495.32	\$419.81	\$10,915.13
<b>APPLICANT TOTAL IN PKG 5 (2 PWs)</b>						<b>\$15,941.69</b>	<b>\$11,956.27</b>	<b>\$478.25</b>	<b>\$12,434.52</b>
<b>APPLICANT TOTAL: 261-17410-00 (9 PWs)</b>						<b>\$95,917.94</b>	<b>\$71,938.46</b>	<b>\$2,877.54</b>	<b>\$74,816.00</b>
<b>TOTAL for report: (9 PWs)</b>						<b>\$95,917.94</b>	<b>\$71,938.46</b>	<b>\$2,877.54</b>	<b>\$74,816.00</b>



## PROJECT WORKSHEET

O.M.B. No. 3067-0151

Expires April 30, 2001

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

DECLARATION NO. FEM _____ -DR- _____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
---	-------------	----------	------	----------

DAMAGED FACILITY	WORK COMPLETE AS OF: _____ : _____ %
------------------	---

APPLICANT	COUNTY
-----------	--------

LOCATION	LATITUDE	LONGITUDE
----------	----------	-----------

DAMAGE DESCRIPTION AND DIMENSIONS
-----------------------------------

SCOPE OF WORK
---------------

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☐ No

Special Considerations issues included? ☐ Yes ☐ No Hazard Mitigation proposal included? ☐ Yes ☐ No

Is there insurance coverage on this facility? ☐ Yes ☐ No

**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
				TOTAL COST	<b>\$0.00</b>

PREPARED BY:	TITLE:
--------------	--------

REPLACES ALL PREVIOUS EDITIONS.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
PROJECT WORKSHEET  
INSTRUCTIONS**

**The Project Worksheet must be completed for each identified damaged project.**

**Projects with estimated or actual cost of damage greater than \$47,800 (FY 99) are large projects.  
Projects with estimated or actual cost of damage less than \$47,800 (FY 99) are small projects.**

**After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.**

---

**Identifying Information**

**Declaration No:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No:** Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).

**FIPS No:** Indicate your FIPS number within this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories. This is optional.

**Applicant:** Name of the governmental or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function.

**Work Complete as of:** Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the facilities conditions (i.e. increases / decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

---

**Project Cost**

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

---

**Prepared By:** Record the name and title of the person completing the Project Worksheet.

---

**Record Requirements**

Please review the Applicant Handbook for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

# ALASKA DIVISION OF EMERGENCY SERVICES MONTHLY SUMMARY AND/OR REQUEST FOR FUNDS

REQUEST FOR ADVANCEMENT:	REIMBURSEMENT:	FINAL:	PARTIAL:
APPLICANT ORGANIZATION			
NAME:			
STREET:			
CITY/ZIP:			
AMOUNT IN PROJECT APPLICATION:		\$	
TOTAL AMOUNT OF PRIOR PAYMENTS:		\$	
AMOUNT THIS REQUEST:		\$	
TOTAL OF PAYMENTS:		\$	
PERCENTAGE OF PROJECT AMOUNT:		%	
RETURN CHECK TO APPLICANT:		DEPOSIT CHECK FOR APPLICANT: BANK NAME: ACCOUNT	
THE APPLICANT AGREES: <ol style="list-style-type: none"> <li>1. That the funds will be placed in a special and separate account.</li> <li>2. That the funds will be used only for the approved actual expenditures.</li> <li>3. That any funds received, which are in excess of the approved actual expenditures, will be promptly refunded to the State upon completion of the project.</li> <li>4. Any interest earned while these funds are on deposit will be promptly credited to the account.</li> </ol>			
DATE:		TITLE:	
SIGNATURE:			
FOR ADES USE ONLY			
APPROVED: _____ DISAPPROVED: _____		AMOUNT:	
COMMENTS:			
DATE:		TITLE:	
SIGNATURE:			
DES FORM 30-3		REV.: 03/92	

**STATE EMERGENCY MANAGEMENT  
QUARTERLY PROGRESS REPORT (LARGE PROJECT)  
FEMA            DR**

**Applicant:**

**Facility:**

**Date: 7/25/00**

**PA ID#:**

**PW#:**

**PW Completion Date:**

**PW Amount:**

**Est. Completion Date:**

**Projected Costs:**

**% of Work Completed:**

**Amount Spent To Date:**

**Person Contacted:**

**Project Status (in design, under construction, etc.):**

Was a site visit      ☐      ☐      conducted? Yes    No

**Comments (include any problems or circumstances that could delay the project, or result in noncompliance with the conditions of the FEMA approval):**

**Reviewer:**

**Page            of**

Date

Ms. Dianna Alcantra  
Governor's Authorized Representative  
Division of Emergency Services  
P.O. Box 5750  
Ft. Richardson, AK 99577

Re: 1316-DR-AK

Dear Ms. Alcantra:

The purpose of this letter is to notify you that all work on {project worksheet #} is complete.

I certify that to the best of my knowledge and belief all work and costs claimed are for eligible work as identified in the scope of work and in accordance with the grant conditions. All work has been completed, and all payments to vendors have been paid in full.

The {agency} does not intend to make any further claims to the State of Alaska, Division of Emergency Services or the Federal Emergency Management Agency for this project.

If you need additional information please contact me at [agency phone #].

Sincerely,

{Authorized Representative}  
Title

<b>FEDERAL EMERGENCY MANAGEMENT AGENCY FINANCIAL STATUS REPORT</b>				See Reverse for Instructions and Paperwork Burden Disclosure	Page 1 of 1 pages	O.M.B. NO. 3067-0206 Expire April 30, 1995
1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED  <b>FEDERAL EMERGENCY MANAGEMENT AGENCY</b>		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)		
4. EMPLOYER I.D. NO.	5. RECIPIENT ACCT. NO. OR I.D.	6. FINAL REPORT ___ YES <u><b>X</b></u> NO	7. BASE <u><b>X</b></u> CASH ___ ACCRUAL	8. FUNDING / GRANT PERIOD FROM: 2/17/00 TO: Completion	9. PERIOD COVERED THIS REPORT FROM: TO:	
<b>STATUS OF REPORT</b>						
10. PROGRAM ACRONYM CFDA NUMBER	1) PW # 83.519	2) PW # 83.519	3) PW # 83.519	4) PW # 83.519	5) PW # 83.519	
a. Net Outlays	0.00	0.00	0.00	0.00	0.00	
b. Recipient share of outlays	0.00	0.00	0.00	0.00	0.00	
c. Federal share of outlays	0.00	0.00	0.00	0.00	0.00	
d. Total unliquidated obligations	0.00	0.00	0.00	0.00	0.00	
e. Recipient share of unliquidated obligations	0.00	0.00	0.00	0.00	0.00	
f. Federal share of unliquidated obligations	0.00	0.00	0.00	0.00	0.00	
g. Total Federal share (Sum of line c and line f)	0.00	0.00	0.00	0.00	0.00	
h. Total Federal funds authorized for this funding period	0.00	0.00	0.00	0.00	0.00	
i. Unobligated balance of Fed funds (Line h minus line g)	0.00	0.00	0.00	0.00	0.00	
<b>COMPUTATION OF TOTAL INDIRECT COST EXPENSE AS REPORTED ON LINES 10a TO 10g.</b>						
11A. Type of indirect cost rate (Place x in the appropriate box) <div>           ___ Provisional-Final           <div>___ Predetermined</div> <div>___ Fixed with carry forward</div> </div>						
b. Indirect cost rate						
c. Base						
d. Total Amount of indirect cost						
e. Federal Share of indirect cost						
12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						
13. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.						
TYPE OR PRINT NAME AND TITLE:	SIGNATURE OF AUTHORIZED REPRESENTATIVE		TELEPHONE NO: (Include area code, and extension)		DATE	

STATE OF ALASKA  
Department of Military and Veterans Affairs  
**DIVISION OF EMERGENCY SERVICES**

STATEMENT OF DOCUMENTATION IN SUPPORT OF AMOUNT CLAIMED FOR FINANCIAL DISASTER ASSISTANCE

(1) Applicant (State Agency, County, City District, Native Organization)	(3) Disaster Number	(5) State Application Number
	(4) Project Worksheet (PW) Number	(6) Category of Work
(2) Brief Description of Damaged Facility or Protective Measures:		
<p><b>I CERTIFY:</b></p> <p>That all expenditures listed below are correct and cover only services performed or material used exclusively in disaster relief operations as authorized in the approved Project Application;</p> <p>That salaries, wages and overtime payments claimed are in accordance with the applicant's policy as established prior to the disaster;</p> <p>That all work authorized in the approved Project Worksheet was completed and all essential services resumed within the time limit set forth in the approved Project Application; and,</p> <p>That all obligations incurred by the applicant, as listed below, have been paid in full.</p>		
Date	Signature of Applicant's Authorized Representative	
(7) Description of Work	(8) Approved PW Amount as Listed in Approved Project Application	(9) Actual Cost Incurred
F.A. Labor      ADES FORM 30-4a-Fed		
Materials      ADES FORM 30-4b-Fed		
F.A. Equipment      ADES FORM 30-4c-Fed		
Supplies      ADES FORM 30-4d-Fed		
Rental Equipment      ADES FORM 30-4e-Fed		
Contract      ADES FORM 30-4f-Fed		
<b>TOTAL</b>	0	0

# F.A. LABOR RECORD 30-4a

State of Alaska  
DIVISION OF EMERGENCY SERVICES

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGE(S)

LOCATION OF WORK: \_\_\_\_\_

TIME PERIOD \_\_\_\_\_ TO \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

LABOR RECORD PREPARED BY: \_\_\_\_\_

Fed PW No. \_\_\_\_\_ 20 \_\_\_\_\_

FEMA- \_\_\_\_\_ -DR P.A. No.: \_\_\_\_\_ CATEGORY: ( ) A ( ) B ( ) C ( ) D ( ) E ( ) F ( ) G

NAME	JOB CLASS	DATE	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL HOURS REG. OT	GROSS RATE	GROSS PAY	BENEFIT RATE	BENEFIT PAY	TOTAL REG. PAY	TOTAL O/T PAY
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
		REG.								0						
		O/T								0						
TOTALS:										0 0						



# F.A. LABOR RECORD 30-4a

Line Item	Explain what specific job was performed by each labor line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

State of Alaska  
DIVISION OF EMERGENCY SERVICES

MATERIAL 30-4b RECORD

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGE(S)

LOCATION OF WORK: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
MATERIAL RECORD PREPARED BY: \_\_\_\_\_

TIME PERIOD \_\_\_\_\_ TO \_\_\_\_\_ 20\_\_

Fed PW No. \_\_\_\_\_

FEMA- \_\_\_\_\_ - DR P.A. No.: \_\_\_\_\_

CATEGORY: ( ) A ( ) B ( ) C ( ) D ( ) E ( ) F ( ) G

									Check one INFO. From	
VENDOR	DESCRIPTION	HOURS USED	QUANTITY	UNIT PRICE	TOTAL PRICE	DATE BOUGHT	CHECK NUMBER	DATE USED	INVOICE	Stock
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
					0					
TOTAL PRICE					0					

## MATERIAL 30-4b RECORD

Line Item	Explain the specific use for each materials purchase by line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

LOCATION OF WORK:

TIME PERIOD \_\_\_\_\_ TO \_\_\_\_\_ 20\_\_

DESCRIPTION OF WORK:

FORCE ACCOUNT RECORD PREPARED BY:

Fed PW No. \_\_\_\_\_

FEMA- \_\_\_\_\_ - DR

P.A. No.: \_\_\_\_\_

CATEGORY:    ☐ A   ☐ B   ☐ C   ☐ D    ☐ E    ☐ F   ☐ G

[illegible]

## FORCE ACCOUNT EQUIPMENT 30-4c RECORD

Line item	Explain what specific job was performed by each equipment use line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	



## SUPPLY 30-4d RECORD

Line Item	Explain the specific use for each materials purchase by line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

Fed PW No. \_\_\_\_\_

CATEGORY: ( ) A ( ) B ( ) C ( ) D ( ) E ( ) F ( ) G

MJG 7/25/00



## RENTAL EQUIPMENT 30-4e RECORD

Line item	Explain what specific job was performed by each equipment line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

LOCATION OF WORK: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
CONTRACT RECORD PREPARED BY: \_\_\_\_\_

TIME PERIOD \_\_\_\_\_ TO \_\_\_\_\_ 20\_\_

Fed PW No. \_\_\_\_\_

FEMA- \_\_\_\_\_ - DR      P.A. No.: \_\_\_\_\_

CATEGORY: ( ) A    ( ) B    ( ) C    ( ) D    ( ) E ( ) F ( ) G

								Check one INFO. From	
VENDOR	DESCRIPTION	QUANTITY	CONTRACT PRICE	TOTAL PRICE	DATE OF SERVICE	CHECK NUMBER	DATE PAID	INVOICE	Stock

TOTAL PRICE 0

## CONTRACT 30-4f RECORD

Line item	Explain what specific job was performed by each contract line item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

## **APPENDIX 5**

### **MISCELLANEOUS SAMPLE LETTERS AND FORMS**

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

The purpose of this letter is to clarify the difference between small and large projects, payment for projects and the final approval process associated with each project type.

Project Worksheets (PW's) with eligible costs under \$48,900 are considered small projects. The total amounts of the PW's, both federal and the state share may be paid after completion of a final inspection. To initiate a final inspection please prepare and forward a Project Completion and Certification Report (FEMA Form P.4), and an Applicant Certification letter. You are not required to submit documentation substantiating the recovery costs of small projects. If the total cost of the work is less than the approved amount, the difference may be retained by your agency. Should the total cost of completing the work be greater than the approved amount, and you are seeking supplemental funding it will be necessary for you to submit documentation of recovery costs for **all** small projects. You may also request an advance for the amount you estimate to need for work for the next 30 days up to 75% of the PW by completing and submitting a request for an advance form.

Large projects are PW's with eligible costs over \$48,900. For projects that were less than 100% complete at the time of approval, payments will be made based upon documented work that has been completed by filing a Statement of Documentation (DES Form 30-4). If you need an advance to begin work you may request one for the amount you estimate to need for the next 30 days up to 75% of the PW. A final payment will be made after a final inspection is performed. You may initiate a final inspection by preparing and submitting the FEMA Form P.4 and the Applicant Certification letter. For PW's that were 100% complete at the time of approval, and supporting documentation was provided to the State or FEMA, there is no need to submit additional documentation. To initiate a final inspection in order to receive a final payment, please prepare and submit the FEMA Form P.4 and Applicant Certification letter. No payments will be made on large projects if the applicant is delinquent in filing the quarterly progress report for Large Projects (DES Form 30-60) or the quarterly financial status report for Large Projects (FEMA Form 20-10).

Should you decide to make additional improvements on a project or should you wish to complete an alternate project you must contact this office before you begin any work. Failure to obtain prior written approval will jeopardize funding on the approved PW. For additional information on improved and alternate projects please refer to 44 CFR 206.203 and pages 32 and 33 of the Public Assistance Applicant Handbook.

The Statement of Documentation form, a sample applicant certification letter, an advance of funds form, a sample quarterly progress report and the quarterly financial status report are attached and are also being provided on disk. In addition, you may find copies to download off of our website at [www.ak-prepared.com/cgcs.htm](http://www.ak-prepared.com/cgcs.htm). The FEMA P.4 forms were provided under separate correspondence, if you need additional copies, additional information or clarification please contact me at 1-800-478-2337 or e-mail me at [julie\\_kander@ak-prepared.com](mailto:julie_kander@ak-prepared.com).

Sincerely,

JK:fb

Julie Kander  
State Public Assistance Officer

Enclosures: as stated

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

This letter is in response to your correspondence dated {date} requesting a time extension for completion of work under project worksheet (PW) {number}. In accordance with 44 CFR 206.204 (C)(2)(ii). The completion deadline is extended to {date}. You are encouraged to complete the required work for these projects as soon as possible.

If you are unable to complete the work under this project worksheet by the extended deadline, and additional time extension request must be submitted.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

DA:ml

Dianna Alcantra  
Governor's Authorized Representative

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

Our records indicate that {agency} has one or more large projects approved with eligible costs greater than \$48,900. As required by your grant agreement, a quarterly financial status report was due not later than {date}. Enclosed is a sample progress report (FEMA Form 20-10) which must be completed for those large projects approved for the Central Gulf Coast Storm. Additional copies of this form are available on our website at [www-ak-prepared.com](http://www-ak-prepared.com). Please go to the recovery section and click on the form directory.

If the project is 100% complete please prepare a statement of documentation (DES Form 30-4) and a Project Completion and Certification Report (FEMA Form P.4). If required we will schedule a final inspection. Your final payment will be processed after the final inspection is complete.

Please send the required information to the following address:

Julie Kander  
State Public Assistance Officer  
Division of Emergency Services  
P.O. Box 5750  
Ft. Richardson, Alaska 99577

Unfortunately this form requires a signature so therefore it may not be sent electronically. However, some forms that do not require a signature can be e-mailed to this division at [recovery@ak-prepared.com](mailto:recovery@ak-prepared.com). Each form should indicate whether or not an electronic version would be accepted.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

JK:mll

Julie Kander  
State Public Assistance Officer

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

Our records indicate that {agency} has one or more large projects approved with eligible costs greater than \$48,900. As required by your grant agreement, a quarterly progress report was due not later than {date}. Enclosed is a sample progress report (DES Form 30-) which must be completed for those large projects approved for the Central Gulf Coast Storm. Additional copies of this form are available on our website at [www.ak-prepared.com](http://www.ak-prepared.com). Please go to the recovery section and click on the form directory.

If the project is 100% complete please prepare a statement of documentation (DES Form 30-4) and a Project Completion and Certification Report (FEMA Form P.4). If required we will schedule a final inspection. Your final payment will be processed after the final inspection is complete.

Please send the required information to the following address:

Julie Kander  
State Public Assistance Officer  
Division of Emergency Services  
P.O. Box 5750  
Ft. Richardson, Alaska 99577

Some forms that do not require a signature can be e-mailed to this division at [recovery@ak-prepared.com](mailto:recovery@ak-prepared.com). Each form should indicate whether or not an electronic version would be accepted.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

JK:ml

Julie Kander  
State Public Assistance Officer



Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: 1316-DR-AK

Dear :

The purpose of this letter is to notify you that the Federal Emergency Management Agency (FEMA) has determined that project worksheet {number} is not eligible to receive federal reimbursement.

In accordance with 44 CFR 206.206 you have the right to appeal any determination related to an application for or the provision of Federal assistance. Your appeal must be made in writing and shall contain documented justification supporting your position, specifying the amount in dispute and the provisions in Federal law, regulation, or policy with which you believe the initial action is inconsistent.

You must submit your appeal within 60 days from receipt of this notification. Your appeal must be mailed to:

Dianna Alcantra  
Governor's Authorized Representative  
Division of Emergency Services  
P.O. Box 5750  
Fort Richardson, Alaska 99505

If you need additional information or clarification please contact me at 1-800-427-2337.

Sincerely,

DA:ml

Dianna Alcantra  
Governor's Authorized Representative

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear:

In accordance with 206.228 the Federal Emergency Management Agency (FEMA) will pay an allowance for administrative costs associated with certain sections of the Robert T. Stafford Act based on the following percentages:

- For the first \$100,000 of net eligible costs = 3%
- For the next \$900,000 = 2%
- For the next \$4,000,000 = 1%
- For those costs over \$5,000,000 = ½ %.

No other direct or indirect administrative costs are separately eligible. Based on the final eligible costs of \${amount} the State is approving a payment of an administrative allowance of \${amount}. You are not required to submit documentation to support the use of these funds.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

JK:ml

Julie Kander  
State Public Assistance Officer

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

The State of Alaska have reviewed your claim and determined that you have met the requirements of the law and regulations. The State does not expect to take further action on your project application. However, it is required that you maintain all records pertinent to the project application for a period of three years from the date of this letter. During this period your records are subject to inspection by state and federal officials as outlined in your project application.

Your disaster application under the Central Gulf Coast Storm is now considered closed. It has been a pleasure working with your and other members of your agency.

If you need additional information or clarification please contact me at 1-800-478-2337.

Sincerely,

DA:lo

Dianna Alcantra  
Governor's Authorized Representative

Date

Name  
Title  
Agency  
Address 1  
City, State, Zip

Re: Disaster FEMA-1316-DR-AK

Dear :

We recently received a copy of the State Audit for the {agency} for the period of {period}. In the audit \${amount} in unallowable charges to project worksheets number {number} were identified. A copy of the auditor's findings from the 200x State Audit is enclosed for your reference. The unallowable costs identified in the audit were not recognized during the final cost reconciliation. Therefore, this cost adjustment was not made at the time the {agency} disaster application was closed. The following is a breakdown of the cost share of federal and state funds for \${amount} in costs which the auditor found to be unallowable for the project worksheet, together with the administrative allowance claimed for these unallowed costs.

Unallowed Costs	\$
Administrative Allowance	\$

As you are aware, the {agency}'s records are subject to inspection for three years following the date of closure of the application under this disaster. If approved costs are found to be unallowable through the audit process during this three-year period then the State is required to pursue reimbursement of the funds. The {agency} has been paid \${amount} for unallowed costs and excess administrative allowance. At this time, you are requested to refund to the State of Alaska – Department of Military and Veterans' Affairs \${amount} within 30 days of receipt of this letter. Failure to reimburse the state and federal funds within the 30 day time period will result in interest charges based upon the current Department of Treasury rate.

Please send the required reimbursement to:

Juno Chance  
Finance Officer  
Department of Military and Veterans' Affairs  
Division of Administrative Services  
400 Whilloughby  
Juneau, Alaska 99801

If you need additional information or clarification please contact me at 1-907-465-4603.

Sincerely,

JC:ml

Juno Chance  
Finance Officer

Date

Mr. William Lokey  
Federal Coordination Officer  
Response & Recovery Division  
Federal Emergency Management  
Agency, Region 10  
Federal Regional Center  
130 228th Street, S.W.  
Bothell, Washington 98021-9796

RE: FEMA-1316-DR-AK

Dear Mr. Lokey:

Enclosed are the P.4(s), State final inspection form(s) and database printout(s) for the applicant {Applicant Name}. In accordance with 44 CFR 206.205 (a) and (b), I certify that the reported costs were incurred in performance of eligible work, that the approved work was completed, and that the projects are in compliance with the provisions of the Federal/State agreement. Additionally, I certify that I have made payment of both the Federal and the State share to the subgrantee. The applicant's participation in the Central Gulf Coast Storm has ended.

If you have any questions or need further information please contact me at (907) 428-7000.

Sincerely,

DA:np:jm  
Enclosure: as stated

Dianna Alcantra  
Governor's Authorized Representative

Date

Mr. William Lokey  
Federal Coordinating Officer  
Federal Emergency Management  
Agency, Region 10  
Federal Regional Center  
130 228th Street, S.W.  
Bothell, Washington 98021-9796

RE: FEMA-1316-DR-AK

Dear Mr. Lokey:

Assistance to local and state governments under the Public Assistance Program and the Hazard Mitigation Grant Program for the Central Gulf Coast Storm (FEMA-1316-DR-AK) is complete. In accordance with 44 CFR 206.205 (a) and (b), and 44 CFR 206.438 (d), I certify that the reported costs were incurred in performance of eligible work, that the approved work was completed, and that the projects are in compliance with the provisions of the Federal/State agreement. Additionally, I certify that I have made payment of both the Federal and the State share to the subgrantee. Enclosed are the final financial status reports.

If you have any questions or need further information please contact me at (907) 428-7000.

Sincerely,

DA:np:lo  
Enclosure: as stated

Dianna Alcantra  
Governor's Authorized Representative

# AK DIVISION OF EMERGENCY SERVICES FINAL INSPECTION REPORT

DECLARATION #

DATE \_\_\_\_\_

TO: AK DIVISION OF EMERGENCY SERVICES  
P.O. BOX 5750  
FT. RICHARDSON, AK 99505-5750

FM: (Agency and/or borough & location)
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## 1. APPLICANT

2. TYPE OF FUNDING ☒ CATEGORICAL ☐ IMPROVED PROJECT

### 3. INSPECTED WORK

[illegible]

#### 4. INSPECTOR

STATE

Yes

No

Did you personally inspect each item of completed work?

Did you review/utilize applicable Damage Survey Reports?

Did you review/utilize applicable App's Sum of Documentation?

Did you ever make any prior inspections of any of these items?

## CERTIFICATION

The above item(s) in the project application for the category of work shown has been inspected and certification is hereby made that the work is complete as approved therein, excepted as noted above.

**STATE INSPECTOR** (Signature/Title)

(Date)

ADES REVIEW

**LOCAL REPRESENTATIVE** (Signature/Title)

(Date)

INITIALS

DATE \_\_\_\_\_

## ATTACHMENT SHEET

PROJECT APPLICATION NUMBER: ADES\_\_\_\_\_

[illegible]